

## PROPOSED MEMORANDUM OF AGREEMENT

13 MARCH 1987

**Background**

The office of Information Technology (OIT) and other DA offices (DAO) are jointly involved in the development and support of ADP systems whose success is crucial to Agency operations. This Memorandum of Agreement (MOA) recognizes the importance of a smooth working relationship between all DA Offices and OIT, and establishes an OIT Dispersed Office Support (DOS) unit within various DA offices. The purposes of the DOS units are to provide timely ADP services to DAO; to ensure that these ADP services are responsive to the priorities of DAO senior management; to foster better communications between the system implementors and the customer; to greatly enhance the implementors understanding and knowledge of customer activities; and to provide for customer visibility into the system development and maintenance process of ongoing projects.

**Authority and Implementation Date**

The approving signatures affixed to this MOA shall constitute its authority. The OIT DOS unit shall be constituted and formally begin operations within thirty days of the latest approving signature date. This MOA shall remain in effect until formally rescinded by either of the two offices.

## Management Implications

OIT and DAO jointly agree that an OIT DOS unit shall be established within DAO during the implementation period of this MOA. The management implications of this agreement are as follows:

- The DOS unit shall comprise a single organizational component (such as a Branch or a Division) within DAO composed of OIT careerists, (all?) customer ADP personnel, and (all?) contractor personnel working on DAO ADP projects.
- OIT shall manage the staff and contract personnel assigned to the DOS unit. OIT shall designate a member of the DOS unit to serve as its on-site manager.
- DAO shall identify a senior DAO manager at the Deputy Director level who will be the focal point for DOS activities.
- The on-site manager or his/her designee shall write the annual Performance Appraisal Reports (PARs) for the rest of the DOS unit staff members. A manager from each employee's career service will either write or review the employee's PAR. The DOS unit manager shall report directly to the DAO focal point, who will write the annual PAR for the DOS unit manager. OIT shall write the reviewing comments for the DOS unit manager's PAR.
- DAO shall have the right to interview and approve the individual recommended by OIT for the DOS unit manager position. The DOS manager shall have the authority to approve all ADP personnel, both MZ and from the DAO, assigned to the DOS unit.

- The OIT DOS manager will sit on the MISG career sub-panel and provide OIT promotion recommendations. The DOS manager will participate in DAO career panels to the extent desired by the customer. The DOS manager will attend OIT/MISG staff meetings.
- OIT and DAO shall each provide one-half of the mutually agreed upon OIT personnel positions required, for the DOS unit, over and above the number of positions in the current rotational program.
- OIT shall be responsible for staffing the DOS unit with the agreed upon number of MZ personnel. The MZ personnel assigned to the DOS unit will have an appropriate mix of skills and experience. OIT and DAO personnel shall be assigned to the DOS unit for a minimum of two years. The staffing level for the DOS effort shall be reviewed annually by DAO and OIT. Mutually agreeable adjustments to the level of effort may be made following the annual review.
- All development and maintenance except for selected corporate and DAO field applications will be done by the DOS unit.
- For each new corporate or field project DAO and OIT will jointly decide whether that effort would be best performed by the DOS team or through central OIT services outside the DOS unit.
- The existing OIT rotational program in the DAO will be eliminated. As a transitional vehicle all existing rotational agreements will be honored as part of the DOS program.

- The OIT DOS unit manager shall be responsible for managing the resources of the unit to maximize the responsiveness and quality of ADP services to DAO. He/she shall review all requests for work, and shall provide formal estimates for accomplishing the work, along with recommended alternatives, if any. The final decision for work priority and approval shall reside with the DAO.
- DAO shall be responsible for funding any ADP equipment, software, and contractors required to accomplish the work of the DOS unit. The OIT DOS unit manager shall assist DAO in budget formulation by preparing estimates and cost justifications for DOS efforts.
- DAO shall designate the DOS unit manager as either the DAO ADP Control Officer, or as his/her alternate. DAO shall use the DOS unit manager as the focal point for identifying and coordinating ADP or communications activities which can reasonably be expected to affect the OIT services network.

#### DAO Responsibilities

In addition to other responsibilities defined in this MOA, the DA Office shall:

- Establish a mechanism for reviewing, screening, selecting, and prioritizing ADP requirements which DAO provides to the DOS unit.

- Define the functional requirements, participate in reviews and conduct formal acceptance tests for DOS unit deliverables where appropriate.
- Fund appropriate ADP training for all personnel assigned to the DOS unit.
- Provide the DOS unit personnel with working space. This will be a typical Government office environment, including desks, chairs, tables, safes, telephones, clerical support, and ready access to an adequate number of computer terminals, personal computers, and printers. For maximum efficiency the DOS unit shall be co-located in the DAO.

#### DOS unit responsibilities

In addition to other responsibilities defined in this MOA, the DOS unit shall:

- Develop and maintain, under the direction of the DAO manager a DAO ADP strategic plan.
- Establish a mechanism for responding to the DAO's ADP requests with formal estimates and alternatives.
- Develop, enhance, maintain, and support, according to OIT standards, new ADP systems in response to the priorities and requests of the DAO.

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- Perform maintenance and make enhancements to all projects or systems defined in Appendix 1.
- Function as the on-site project manager for DOS contractor support including software procurement and development.
- Provide on-site ADP consulting and assistance to DAO personnel.

#### OIT/MISG Central Services

OIT/MISG will continue to centrally:

- Manage the careers for all OIT DOS unit staff personnel.
- Manage the DA Corporate Data Program. This function will include: Corporate Data planning and the establishment of the Corporate Data architecture; definition and enforcement of standards, procedures, and guidelines for Integrated Database Management System/Relational (IDMS/R) project development; provision of Data Base Administration (DBA) support to IDMS/R project developers; maintenance of the IDMS/R Integrated Data Dictionary; and Corporate project development, as appropriate.
- Establish and enforce system development standards, guidelines, and methodologies.
- Through a senior technical OIT/MISG review panel, ensure that all development efforts including those managed by the DOS unit, comply with applicable standards for architecture and development, unless otherwise exempted.

**OIT Central Services**

**OIT will continue to centrally:**

- Define the architecture, install and maintain the Agency-wide communications and computing systems.**
- Define the primary Agency architecture for field computing.**

**Appendix 1**

- I Projects being transferred**
- II List of slots by grade being transferred from OIT to the DOS unit.**
- III List of personnel FT/PT (from OIT) by grade being assigned to the DOS unit.**
- IV List of slots by grade being assigned from DAO to the DOS unit.**
- V List of DAO personnel FT/PT by grade being assigned to the DOS unit.**
- VI Proposed DOS unit manager.**
- VII Contractor Information -**
  - A. Company**
  - B. Task/Functions assigned**
  - C. Funds**
  - D. Names of Contractors**